

**U.S. DEPARTMENT OF LABOR
OFFICE OF INSPECTOR GENERAL
WASHINGTON, D.C.**

Announcement Number: OIG-2005-021-OM-MS

Position Title, Series and Grade: Budget Officer, GS-560-15

Opening Date Wednesday, June 15, 2005

Closing Date: Tuesday, July 5, 2005

Promotion Potential: None

Organizational Location: Office of Management and Policy, Washington, DC

Area of Consideration: Federal Employees (with competitive status) and
ICTAP Eligibles in the Washington, DC Metro
Area

SUMMARY OF DUTIES:

The incumbent: oversees preparation of all budget submissions, including requests for supplemental appropriations, rescissions, deferrals, reprogramming and other funding adjustments; coordinates and/or develops the presentations of all budget submissions to the Department, the Office of Management and Budget and to the Congress; represents the OIG in all facets of the Budget and Appropriations processes; and plans, directs and coordinates a comprehensive strategic and performance planning and reporting process including the linkage with the budget process.

The incumbent negotiates with the Departmental budget office and supervises the implementation of employment/FTE limitations, including the development of policies and procedures used by all OIG components for developing FTE levels that can be financed with available resources; provides expert interpretations and resultant effects of pending and completed Congressional action for both substantive and appropriation legislation including continuing resolutions, concurrent resolutions, supplemental appropriations and rescissions; and formulates and/or directs the formulation of the analysis showing the effects of these actions; reviews and coordinates evaluations by subordinate analysts of periodic reports of obligations and expenditures, and other reports on the status of operations, for OIG components for compliance with budgetary constraints and for determination of areas of potential surplus resources or possible violations of the Anti-Deficiency Act; resolves particularly difficult problems in the administration of funds, bringing them into focus with top management decisions and policies; provides supervision to lower-graded budget/financial analysts and renders on-site technical advice and guidance to subordinates, outlining objectives and desired results; spot checks completed work for sound judgment, accuracy and adherence to established budget policies and procedures.

As needed/requested, meets with OMB and Congressional Appropriations Committee staffs to brief them on plans and progress in the various OIG programs, respond to their inquiries and obtain their views on program focus, resources levels and programmatic priorities.

In the area of performance measurement and monitoring, the incumbent: provides policy guidelines and instructions to OIG managers and staff on all phases of the strategic planning process; oversees the continuous analysis of OIG progress against annual and long-range planning targets; plans and coordinates all Departmental semi-annual and annual performance internal reporting to the IG and/or Deputy IG.

Additionally, the incumbent carries out the full range of supervisory responsibilities. To this end, the incumbent recommends promotions, reassignments and other personnel actions, approves leave; evaluates performance of staff, interviews and selects applicants for vacancies.

HOW TO APPLY:

Please log-on to www.oig.dol.gov for additional information and application procedures.